

**Exhibit 300 (BY2008)**

<b>PART ONE</b>	
<b>OVERVIEW</b>	
<b>1. Date of Submission:</b>	2007-02-05
<b>2. Agency:</b>	009
<b>3. Bureau:</b>	00
<b>4. Investment Name:</b>	HHS Enterprise E-mail System (HHSMail)
<b>5. UPI:</b>	009-00-02-00-01-0009-00
<b>6. What kind of investment will this be in FY2008?</b>	
Mixed Life Cycle	
<b>7. What was the first budget year this investment was submitted to OMB?</b>	
FY2003	
<b>8. Provide a brief summary and justification for this investment, including a brief description of how this closes in part or in whole an identified agency performance gap.</b>	
<p>*** Note *** In FY 2007 this investment will be reported as part of the 300 submission for the HHH Information Technology Service Center (ITSC). This investment should reach full operations and maintenance mode in FY 2007. There will, however, be \$3.4M reported in FY 2007 and \$1.3M reported in FY 2008 to fund deferred acquisition and development costs incurred in FY 2006. The HHS Enterprise E-mail initiative aims to develop an enterprise-wide E-mail and calendaring solution to meet the Departments needs. This initiative is one of several strategic IT initiatives associated with the Departments enterprise-wide IT consolidation effort and further supports the Secretary's One HHS vision. The Secretary of HHS has identified this initiative as one of his highest priorities. The five goals identified for this HHS Enterprise E-mail initiative are: Goal 1: Reduce costs of providing E-mail service to over 65,000 HHS employees, contractors, and other users. Goal 2: Provide consistent functionality for all HHS E-mail users. Goal 3: Develop the most efficient E-mail operation possible for HHS E-mail users. Goal 4: Provide all HHS E-mail users a consistent E-mail address scheme. Goal 5: Provide a calendaring solution giving the ability to schedule people and resources across HHS. The outsourced system selected for the HHS Enterprise E-mail initiative meets the goals of HHS by encompassing three primary elements. First, the system will consist of a single consolidated E-mail infrastructure with appropriate redundancy and data protection technologies, eliminating the distributed E-mail services across OPDIVS. Second, the system will be managed by an outsourced administration team, allowing for a consistent level of service and support as well as cost savings through increased negotiating power with vendors of E-mail related products and technologies. Third, and perhaps most importantly, the HHS unified E-mail effort will provide a uniform and intuitive department-wide integrated E-mail and calendaring solution that fulfills the department's communication and collaboration requirements. The initiative is currently in the implementation phase. Nearly 30% of the HHS' mailboxes have been transitioned to enterprise e-mail system. All of the HHS's over 65,000 mailboxes will be transitioned to the new system by the end of FY07.</p>	
<b>9. Did the Agency's Executive/Investment Committee approve this request?</b>	
yes	
<b>9.a. If "yes," what was the date of this approval?</b>	
2003-07-18	
<b>10. Did the Project Manager review this Exhibit?</b>	
yes	
<b>12. Has the agency developed and/or promoted cost effective, energy-efficient and environmentally sustainable techniques or practices for this project.</b>	
yes	
<b>12.a. Will this investment include electronic assets (including computers)?</b>	
yes	
<b>12.b. Is this investment for new construction or major retrofit of a Federal building or facility? (answer applicable to non-IT assets only)</b>	
no	
<b>13. Does this investment support one of the PMA initiatives?</b>	
yes	

If yes, select the initiatives that apply:

Expanded E-Government

13.a. Briefly describe how this asset directly supports the identified initiative(s)?

HHS Mail closely aligns with the Expanded E-Gov initiative, which seeks to provide timely and accurate information while ensuring security and privacy. HHS Mail will streamline and modernize HHS' legacy E-Mail infrastructure, consolidating several disparate e-mail systems into one virtual e-mail system. Standardizing on one e-mail system will make it more efficient to collaborate and share data across govt. boundaries, and make it easier for private citizens to communicate with the Department.

14. Does this investment support a program assessed using OMB's Program Assessment Rating Tool (PART)?

no

14.a. If yes, does this investment address a weakness found during the PART review?

no

15. Is this investment for information technology (See section 53 for definition)?

yes

16. What is the level of the IT Project (per CIO Council's PM Guidance)?

Level 2

17. What project management qualifications does the Project Manager have? (per CIO Council's PM Guidance)

(1) Project manager has been validated as qualified for this investment

18. Is this investment identified as high risk on the Q4 - FY 2006 agency high risk report (per OMB's high risk memo)?

no

19. Is this a financial management system?

no

19.a. If yes, does this investment address a FFMA compliance area?

no

20. What is the percentage breakout for the total FY2008 funding request for the following? (This should total 100%)

<b>Hardware</b>	100
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<b>Software</b>	0
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<b>Services</b>	0
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<b>Other</b>	0
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21. If this project produces information dissemination products for the public, are these products published to the Internet in conformance with OMB Memorandum 05-04 and included in your agency inventory, schedules and priorities?

n/a

22. Contact information of individual responsible for privacy related questions.

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Title

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23. Are the records produced by this investment appropriately scheduled with the National Archives and Records Administration's approval?

no

## SUMMARY OF SPEND

1. Provide the total estimated life-cycle cost for this investment by completing the following table. All amounts represent budget authority in millions, and are rounded to three decimal places. Federal personnel costs should be included only in the row designated Government FTE Cost, and should be excluded from the amounts shown for Planning, Full Acquisition, and Operation/Maintenance. The total estimated annual cost of the investment is the sum of costs for Planning, Full Acquisition, and Operation/Maintenance. For Federal buildings and facilities, life-cycle costs should include long term energy, environmental, decommissioning, and/or restoration costs. The costs associated with the entire life-cycle of the investment should be included in this report.

All amounts represent Budget Authority

(Estimates for BY+1 and beyond are for planning purposes only and do not represent budget decisions)

	PY-1 & Earlier	PY	CY	BY
	-2005	2006	2007	2008
<b>Planning Budgetary Resources</b>	0.000	0.000	0.000	0.000
<b>Acquisition Budgetary Resources</b>	33.750	8.017	7.700	0.000
<b>Maintenance Budgetary Resources</b>	0.000	3.023	8.538	12.623
<b>Government FTE Cost</b>	0.400	0.400	0.200	0.000
<b># of FTEs</b>	0	0	0	0

Note: For the cross-agency investments, this table should include all funding (both managing partner and partner agencies).

Government FTE Costs should not be included as part of the TOTAL represented.

2. Will this project require the agency to hire additional FTE's?

yes

2.a. If "yes," how many and in what year?

1 FTE will be required for each year of the contract Feb 2004 thru March 2007.

## PERFORMANCE

In order to successfully address this area of the exhibit 300, performance goals must be provided for the agency and be linked to the annual performance plan. The investment must discuss the agency's mission and strategic goals, and performance measures must be provided. These goals need to map to the gap in the agency's strategic goals and objectives this investment is designed to fill. They are the internal and external performance benefits this investment is expected to deliver to the agency (e.g., improve efficiency by 60 percent, increase citizen participation by 300 percent a year to achieve an overall citizen participation rate of 75 percent by FY 2xxx, etc.). The goals must be clearly measurable investment outcomes, and if applicable, investment outputs. They do not include the completion date of the module, milestones, or investment, or general goals, such as, significant, better, improved that do not have a quantitative or qualitative measure.

Agencies must use Table 1 below for reporting performance goals and measures for all non-IT investments and for existing IT investments that were initiated prior to FY 2005. The table can be extended to include measures for years beyond FY 2006.

Table 1

	Fiscal Year	Strategic Goal(s) Supported	Performance Measure	Actual/baseline (from Previous Year)	Planned Performance Metric (Target)	Performance Metric Results (Actual)
1	2004	Goal 3.3 Enable the unification and simplification of similar IT business Processes and services within and across operating divisions	Number of servers eliminated as a result of the consolidation	356 E-Mail servers exist throughout the department	Remove 50 servers as a result of the consolidation	0 servers removed

2	2004	Goal 2.4 Provide technologies enabling HHS employees to work collaboratively and share knowledge processes and activities	Number of users with access to the new HHS-wide e-mail and calendaring system	0 users have access to the unified e-mail and calendaring system	Migrate 10% of users to the new system	0 users added to the calendaring system
3	2005	Goal 3.3 Enable the unification and simplification of similar IT business Processes and services within and accross operating divisions	Number of servers eliminated as a result of the consolidation	356 E-Mail servers exist throughout the department	Migrate 35% of email servers	13% migrated
4	2005	Goal 2.4 Provide technologies enabling HHS employees to work collaboratively and share knowledge processes and activities	Number of users with access to the new HHS-wide e-mail and calendaring system	Less than 1% migrated as part of a pilot	Migrate 35% of users to the new system	13% migrated
5	2006	Goal 3.3 Enable the unification and simplification of similar IT business Processes and services within and accross operating divisions	Number of servers eliminated as a result of the consolidation	13% of servers migrated	Increase number of Servers migrated to 60%	Number of servers migrated increased to 50%50% Migrated
6	2006	Goal 2.4 Provide technologies enabling HHS employees to work collaboratively and share knowledge processes and activities	Number of users with access to the new HHS-wide e-mail and calendaring system	13% of users migrated	Increase number of users migrated to 60%	Number of Users migrated increased to 50%
7	2007	Goal 3.3 Enable the unification and simplification of similar IT business Processes and services within and accross operating divisions	Number of servers eliminated as a result of the consolidation	50% of servers migrated	Increase number of Servers migrated to 100%	
8	2007	Goal 2.4 Provide technologies enabling HHS employees to work collaboratively and share knowledge processes and activities	Increase the number of users that have access to a unified HHS-wide scheduling feature	50% of users were migrated	Increase number of users migrated to 60%	

**EA**

*In order to successfully address this area of the business case and capital asset plan you must ensure the investment is included in the agency's EA and Capital Planning and Investment Control (CPIC) process, and is mapped to and supports the FEA. You must also ensure*

*the business case demonstrates the relationship between the investment and the business, performance, data, services, application, and technology layers of the agency's EA.*

1. Is this investment included in your agency's target enterprise architecture?

yes

2. Is this investment included in the agency's EA Transition Strategy?

yes

2.a. If yes, provide the investment name as identified in the Transition Strategy provided in the agency's most recent annual EA Assessment.

HHS Enterprise E-mail System (HHSMail)

3. Identify the service components funded by this major IT investment (e.g., knowledge management, content management, customer relationship management, etc.). Provide this information in the format of the following table. For detailed guidance regarding components, please refer to <http://www.whitehouse.gov/omb/egov/>.

*Component: Use existing SRM Components or identify as NEW. A NEW component is one not already identified as a service component in the FEA SRM.*

*Reused Name and UPI: A reused component is one being funded by another investment, but being used by this investment. Rather than answer yes or no, identify the reused service component funded by the other investment and identify the other investment using the Unique Project Identifier (UPI) code from the OMB Ex 300 or Ex 53 submission.*

*Internal or External Reuse?: Internal reuse is within an agency. For example, one agency within a department is reusing a service component provided by another agency within the same department. External reuse is one agency within a department reusing a service component provided by another agency in another department. A good example of this is an E-Gov initiative service being reused by multiple organizations across the federal government.*

*Funding Percentage: Please provide the percentage of the BY requested funding amount used for each service component listed in the table. If external, provide the funding level transferred to another agency to pay for the service.*

	Agency Component Name	Agency Component Description	Service Type	Component	Reused Component Name	Reused UPI	Internal or External Reuse?	Funding %
1	Email	Process Automation	Collaboration	Email			No Reuse	50
2	Email	Process Automation	Collaboration	Email			No Reuse	10
3	Email	Process Automation	Collaboration	Email			No Reuse	30
4	Email	Process Automation	Collaboration	Email			No Reuse	10

4. To demonstrate how this major IT investment aligns with the FEA Technical Reference Model (TRM), please list the Service Areas, Categories, Standards, and Service Specifications supporting this IT investment.

*FEA SRM Component: Service Components identified in the previous question should be entered in this column. Please enter multiple rows for FEA SRM Components supported by multiple TRM Service Specifications.*

*Service Specification: In the Service Specification field, Agencies should provide information on the specified technical standard or vendor product mapped to the FEA TRM Service Standard, including model or version numbers, as appropriate.*

	SRM Component	Service Area	Service Category	Service Standard	Service Specification (i.e., vendor and product name)
1	Email	Service Access and Delivery	Access Channels	Collaboration / Communications	Microsoft Exchange
2	Email	Service Access and Delivery	Access Channels	Web Browser	Microsoft Internet Explorer
3	Email	Service Access and Delivery	Access Channels	Wireless / PDA	Blackberry

5. Will the application leverage existing components and/or applications across the Government (i.e., FirstGov, Pay.Gov, etc)?
no
5.a. If yes, please describe.
This investment is an internal IT management tool and thus will not leverage any existing components/applications across the government.
6. Does this investment provide the public with access to a government automated information system?
no
<b>PART TWO</b>
<b>RISK</b>
<i>You should perform a risk assessment during the early planning and initial concept phase of the investment's life-cycle, develop a risk-adjusted life-cycle cost estimate and a plan to eliminate, mitigate or manage risk, and be actively managing risk throughout the investment's life-cycle.</i>
<i>Answer the following questions to describe how you are managing investment risks.</i>
1. Does the investment have a Risk Management Plan?
yes
1.a. If yes, what is the date of the plan?
2003-07-27
1.b. Has the Risk Management Plan been significantly changed since last year's submission to OMB?
no
3. Briefly describe how investment risks are reflected in the life cycle cost estimate and investment schedule: (O&M investments do NOT need to answer.)
The investment will be in O&M in FY 2008
<b>COST &amp; SCHEDULE</b>
Does the earned value management system meet the criteria in ANSI/EIA Standard 748?
yes
2.a. What is the Planned Value (PV)?
42.108
2.b. What is the Earned Value (EV)?
42.672
2.c. What is the actual cost of work performed (AC)?
44.173
What costs are included in the reported Cost/Schedule Performance information?
Contractor and Government
2.e. As of date:
2006-11-30
3. What is the calculated Schedule Performance Index (SPI= EV/PV)?
1.01
4. What is the schedule variance (SV = EV-PV)?
0.564
5. What is the calculated Cost Performance Index (CPI = EV/AC)?
0.97
6. What is the cost variance (CV = EV-AC)?
-1.501

7. Is the CV or SV greater than 10%?

no

7.b. If yes, explain the variance.

The project schedule has changed since the original project plan was developed. The OPDIVs requested major changes to the initial system design. Several months were required for the contractor to develop a new design that incorporated the requested changes. This delay in the delivery of the design caused a ripple affect in the project's implementation schedule. ODIV Migrations began in FY 2005 and will be completed by April 2007 .

7.d. What is most current Estimate at Completion?

44.368

8. Have any significant changes been made to the baseline during the past fiscal year?

no